

<b>Title:</b> TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL AND STANDARD OPERATING PROCEDURES REVISION INSTRUCTION	<b>Revision Instruction</b>	<b>Revision No.:</b> A	<b>Effective Date:</b> 19 MAR 97
	<b>Prepared By:</b> Alan D. Michaelis	<b>Approved By:</b> Thomas S. Dodson	<b>Page:</b> 1 OF 2

## **DIVISION QUALITY MANUAL AND STANDARD OPERATING PROCEDURES (SOPs) REVISION INSTRUCTION**

1. Purpose. This section states the instructions used to insert this revision to the Division Quality Manual (QM) and the Standard Operating Procedure (SOPs) Manual.
2. Quality Policy. Quality Assurance (QA) will revise the manuals by adding or replacing the entire effected QM sections and/or the SOPs manual procedures, replacing the index and revision status pages, and the revision synopsis pages.
3. Policy Implementation. The Quality Manual and SOPs represent the foundation of the Division Quality System and governs all production, technical, and administrative processes. The entire Test Engineering and Restoration Division team will adhere to this Quality Manual and its subordinate documents. All revisions will be performed in accordance with the Revision Procedure.
4. The 3/19/97 Revision Content. This revision revises SOP D65-11-01 and, updates the SOP index and SOP manual revision synopsis's pages as listed below:

- |               |   |                  |
|---------------|---|------------------|
| a. D65-11-01  | Division Inspection, Measuring and Test Equipment | SOP Revised      |
| b. SOP Manual | Index and Revision Status pages                   | Index updated    |
| c. SOP Manual | Revision of SOPs Synopsis page                    | Synopsis updated |

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5. Revision Implementation The person implementing the revision should follow the check list below and initial each section as it is accomplished. Upon installation of the complete revision, the implementor shall sign and date the completion declaration and forward it to QA:

- a. D65-11-01 - Division Inspection, Measuring, SOP Replaced Initial/date \_\_\_\_\_  
and Test Equipment
- b. SOP Manual - Index and Revision Status pages Index Replaced Initial/date \_\_\_\_\_
- c. SOP Manual - Revision of SOP Synopsis Synopsis Replaced Initial/date \_\_\_\_\_

6. The 3/19/97 Revision Completion

I certify that the 3/19/97 Revision has been installed in the QM and SOP Manuals and has been verified.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Quality Manual copy number \_\_\_\_\_

SOP Manual copy number \_\_\_\_\_

7 Questions. If you have any questions, please contact the D65 Quality Assurance office .

Alan Michaelis